



White Mountains Community College
2020 Riverside Drive • Berlin, NH 03570

Class B CDL Driver Training Program
WMCC Littleton Training Site
646 Union Street, Suite 300
Littleton, NH 03561

Course Schedule:

Fall Session: Monday, October 29, 2018

Time: 8:00 a.m. to 3:00 p.m., Mondays through Thursdays

Duration: 4-6 weeks, competency-based

The college offers a 4-6 week competency-based, CDL-B driver training program that focuses on both classroom work and in-vehicle training time. Through hours of driving time, labs, lecture, and range time, participants master a wide range of driver competencies to become safe, comfortable, confident drivers. When trainees have mastered driver competencies and earned their CDL, they can begin working in the industry, often having lined-up jobs before finishing the course. Students can test for numerous CDL-B endorsements including hazmat and tank (neither school bus nor motor coach training is currently offered).

Training topics include trip planning, daily log maintenance, cargo handling and documentation, hazmat, employer relations and public relations. The course prepares students for their written and practical tests. The College can provide tutoring time in the on-campus Learning Center for those who may need extra help in reading or test-taking.

Students who complete the CDL B training earn a certificate of course completion and receive assistance in job-seeking skills and job placement. Even though the course is currently non-credit, participants are graded on attendance, understanding regulations, keeping log books, pre-trip inspection, range skills, and road skills.

Requirements

Training applicants must be at least 18 years old, possess a valid driver's license, and have a clean driving record. Participants who have neither a diploma nor a GED may be tested to determine reading, writing, and arithmetic grade levels. Eighth grade level is the usual minimum expectation. Additionally, **before registrants can be enrolled in the program, the program director must review their driving records to determine their suitability for employment. Likewise, as a condition of enrollment, each applicant must pass a Department of Transportation (DOT) long-form physical exam and pass a standard DOT pre-employment drug-screening test.**

Application and Enrollment

To apply, prospective students should submit a completed registration form accompanied by a \$200 non-refundable deposit. The deposit will be used to pay for the DOT physical exam, pre-employment drug test, and driver's record fee.

The registration form and the deposit should be submitted, in person, either at the Littleton Area Center or at the main campus in Berlin. After an applicant submits a registration form and pays the \$200 non-refundable deposit, the College will direct the applicant to a health clinic where he or she can get a physical exam and drug-screening test using a college-provided voucher to pay for the exam and drug screening.

The College will obtain a copy of each applicant's Motor Vehicle Record from the NH Department of Safety. In the event an out-of-state driver's record is needed, the applicant will be responsible for obtaining the record at his/her own expense.

Costs

Tuition payable to WMCC: \$4,335.00 (\$200 of which is the non-refundable deposit)

Additional State of NH testing fees are approximately \$200 for all endorsements. Testing fees are the sole responsibility of the student and/or the funder.

Training beyond the six-week program may be charged at \$75 per hour.

After a registrant's driver record, physical exam and drug-screening have been approved by the program director, the sum of \$4,335.00 will be due to the college because the total payable to WMCC listed above includes the non-refundable deposit. The college will accept signed contracts from funding agencies as well as checks and credit card payments from individual trainees or from their corporate sponsors.

Currently unemployed applicants should contact the Community Action Program's Employment counselor, located at your local Employment Security Office, to determine eligibility for training funding. Veterans and TANF recipients may also be eligible for funding from agencies that serve those clients.

Contact Information:

Questions about specific elements of the program can be directed to the following WMCC personnel:

Littleton Site Director, Melanie Robbins
603-444-1326 • e-mail: mrobbins@ccsnh.edu

CDL Instructor, Paul Mundell
603-444-1326 • e-mail: pmundell@ccsnh.edu